



**State of Utah**  
**DEPARTMENT OF COMMERCE**  
**Division of Corporations & Commercial Code**

## ***Information on Filing a Trading Stamp Company in Utah***

**This guide-sheet is not intended to substitute or replace the advice of legal counsel. We strongly encourage you to consult with an attorney.**

**Under the provisions of Title 13, Chapter 6 of the Utah Code, no person or business may sell, issue, transfer or deliver trading stamps without having first registered with the Division of Corporations and Commercial Code (“Division”) as prescribed by statute. Violation of Chapter 6 of Title 13 is a misdemeanor.**

**Step 1:**

*Make certain that your business organization is legally constituted.*

The assumed business name must be registered with the Division; or, if the business entity is a corporation, limited partnership, or limited liability company, it must be legally chartered by the Division.

**Step 2:**

*Establish an office in Utah.*

The applicant must establish an office in this state where all records having to do with the sale, issue, transfer or delivery of trading stamps in Utah will be kept.

**Step 3:**

*File an appointment of a process attorney with the Division.*

Each company must have a process attorney, who has the authority to receive service of process on behalf of the company in Utah for all civil actions.

**Step 4:**

*Obtain a trading stamp company surety bond.*

Each company must get a surety bond for a minimum sum of \$20,000, payable to the State of Utah. The bond must be for one (1) year. It is the responsibility of the trading stamp company to renew the surety bond in 12 months to avoid violating the statute. The full name of the principal, business name, and business street address must appear on the bond.

**Step 5:**

*Complete an application for trading stamp registration.*

A request for an application may be made in writing or by faxing a request to (801) 530-6438. An applicant may also email a request to [orders@br.state.ut.us](mailto:orders@br.state.ut.us).

**Step 6:**

*Submit the completed application, the original \$20,000 surety bond, the process attorney appointment form, and a \$30 filing fee.*

A \$30.00 nonrefundable filing fee is required. Payment can be made in the form of cash, check, or money order made payable to the “State of Utah.”

**Mail In:** 160 East 300 South, 2<sup>nd</sup> Floor, Box 146705  
**Walk In:** 160 East 300 South, 1<sup>st</sup> Floor  
Salt Lake City, UT 84114-6705  
**Service Center:** (801) 530-4849  
**Toll Free:** (877) 56-3994 (Utah Residents)  
**Fax:** (801) 530-6111  
**Web Site:** <http://www.commerce.state.ut.us>